



**March 2006**

## **Amending the HECB Bylaws**

As discussed at the February board meeting, the board must amend its bylaws as a result of legislation passed in 2002. Senate Bill 6557 stipulated that the chair, formerly appointed by the governor, and the vice chair, previously selected by the chair with the consent of the membership, shall be elected by the board.

Due to this required amendment, the board and its staff have taken the opportunity to review the bylaws in their entirety, and a slate of amendments has been suggested by the executive committee.

## **Election, Terms, and Duties of Officers**

Implementation of the change to election rather than appointment of the chair was to occur subsequent to the departure of the chair who was in place at the time of the bill's enactment on June 13, 2002. The bill states that the board "shall select from its membership a chair and a vice chair who shall each serve a one-year term. The chair and vice chair may serve more than one term if selected to do so by the membership."

Executive committee recommendations include extending this election process to the office of secretary.

Recommendations also include limiting members to two consecutive one-year terms in a particular office, and adding approval of meeting minutes to the duties of the secretary. The executive director remains responsible for keeping and distributing the minutes, and is recognized as a non-voting, *ex officio* member of the board.

## **Other Highlights of Executive Committee Recommendations**

The executive committee's recommendations also include the following:

- Allowing for meeting agendas and materials to be distributed via email;
- Adding a section regarding committee structure and specifying the formation of an executive committee; and
- Requiring the board to adopt the following year's meeting schedule during its regular December meeting.

**RESOLUTION NO. 06-08**

WHEREAS, Senate Bill 6557 stipulated that the Higher Education Coordinating Board change the process by which its chair and vice chair are selected; and

WHEREAS, The bill was enacted into law on June 13, 2002; and

WHEREAS, The HECB bylaws must be amended to reflect the required changes; and

WHEREAS, the executive committee of the HECB has reviewed the bylaws and has recommended the changes outlined in Senate Bill 6557, as well as additional changes in processes and rules, including:

- Stipulating that the secretary, in addition to the chair and vice chair, be elected by the board;
- Limiting members to two consecutive one-year terms in a particular office;
- Adding approval of meeting minutes to the duties of the secretary;
- Recognizing the executive director as a non-voting, *ex officio* member of the board;
- Allowing for meeting agendas and materials to be distributed via email;
- Adding a section regarding committee structure and specifying the formation of an executive committee; and
- Requiring the board to adopt the following year's meeting schedule during its regular December meeting; and

WHEREAS, the committee has presented, and the board has discussed, the committee's recommendations;

THEREFORE, BE IT RESOLVED, That the members of the Higher Education Coordinating Board adopt the changes recommended by the executive committee and approve the updated version of the board bylaws.

Adopted:

March 30, 2006

Attest:

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Gene J. Colin, Chair

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Jesus Hernandez, Secretary